

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 12/27

- OPEN TO:** All Interested Candidates
- POSITION:** Protocol Assistant (Temporary), FSN-7; FP-7*
- OPENING DATE:** August 7, 2012
- CLOSING DATE:** August 21, 2012
- WORK HOURS:** Full-time, 40 hours/week
- ANNUAL SALARY:** **US\$39,994.00** (Starting salary for a 40-hour work week) - applicable to:
- US Citizen EFM; and
 - At least 18 years old; and
 - Listed on travel orders of direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
 - Residing at the sponsoring employee's or uniformed service member's post of assignment abroad; and
 - Does not receive a Foreign Service or Civil service annuity.
- US\$34,324.00** (Starting salary for a 40-hour work week) - applicable to:
- Non-US Citizen EFM, MOH with SSN number; or
 - US Citizen EFM of Agencies or offices, or uniformed service members **NOT** under Chief of Mission authority; or
 - US Citizen EFM who receives a USG retirement annuity or pension from a career in the US Foreign Service or Civil Service; or
 - EFM hired under PSA mechanism; and
 - Residing at the sponsoring employee's or uniformed service member's post of assignment abroad.
- US\$15,130.75 (U.S. Minimum Wage)** - applicable to:
- US Citizen employees who are not EFM, MOH listed above; and
 - Not holder of diplomatic passport; and is a local resident; and
 - Is subject to the host country employment and tax law; and
 - Has the required visa, residency permit and work permit in order to work legally in the host country.
- US\$8,300.00 (Position Grade: FSN-7- Starting salary)** - applicable to:
- A host country national or foreign national, who is not a US citizen, nor a family member, MOH of a direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
 - Is subject to the host country employment and tax law.
- LENGTH OF HIRE:** Temporary position not to exceed five (5) months from **December, 2012 to April, 2013**. Actual filling of the position is contingent upon the availability of funds.

The Embassy of the United States of America in Hanoi is seeking an individual for temporary employment for the Protocol Assistant position in its Executive Office.

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will provide protocol assistance to the Ambassador, the Deputy Chief of Mission, their spouses, and other Mission officers. The incumbent will also serve as protocol liaison with the host government and local population and provide back-up support to the Senior Protocol Assistant.

Please contact the Human Resources Office at 3850-5000 X5111 for further inquiries.

QUALIFICATION REQUIREMENTS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) University Degree in Social Sciences, International Relations, Journalism or English is required. **(2)** Must have at least two year of progressively responsible administrative experience. **(3)** Must have a comprehensive knowledge of host government and U.S. protocol procedures, of the etiquette and social mores of the host country; Awareness of how the political structure of the host government and their U.S. relationship affect protocol, to include U.S. – Third Country, government to government diplomatic relation; Awareness of the differences in protocol and customs in Diplomatic Missions. Must have an extensive knowledge of appropriate hotel accommodations and restaurants for visiting dignitaries and/or delegations which offer safe, efficient and comfortable facilities. **(4)** Must have good office and management skills, good interpersonal skills and good handwriting. **(5)** Must have good knowledge computer systems and application including word processing, spreadsheets and databases management (this will be tested). **(6)** Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at http://vietnam.usembassy.gov/job_opportunities.html#appforms. Paper copies are also available from the security guard main gate at the U.S. Embassy, 7 Lang Ha Street, Hanoi between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the bulletin board in Human Resources Office or on the Embassy website.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Embassy Hanoi
No. 7 Lang Ha, Dong Da, Hanoi
Tel. 84-4-3850-5000
FAX: 84-4-3850-5019

CLOSING DATE FOR THIS POSITION: AUGUST 21, 2012

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.)